

MLA Meeting Minutes

Date: Nov 26 2025

Time 1000

Attendee	Present?	Attendee	Present?	Attendee	Present?
Wanda T	✓	Aldie S		Carolyn R	
Jaime K	✓	Janina B		Jocelyn M	
Coralee SS	✓	Pearl M		Myles C	✓
Kaitlyn S	✓	Vanessa J	✓	Tina Q	✓
Abigail P		Marife N	✓	Andrea F	✓

Agenda:

- **Meeting minutes:** New binder to sign off. Please review the meeting minutes in the binder and initial by your name once completed.
- **YPCC:** List of samples that cannot be collected at that site. List of days that samples can or cannot be collected there. A list is posted at the DSC desk. Who pulled this list? Is it up to date? Are we following the APL collection criteria? I am putting this on the list for next week for feedback from the group. Jaime had originally published this list. She will review, update and sign it moving forward. We will add this to our regular meetings to review.
- **Add on orders:** Print label and give to MLT. Yelling orders is not a form of communication that works for this. Enter the order in LIS, print a label and give it to the MLT. For samples that are send outs, provide the APL number to the requester.
- **New hires-**MLA's and clerks. Jennielou will now start on Dec 8th. I am looking to hire another 2 clerks.
- **WHMIS-** This is now available in the Mylearning platform. If you are still showing green then you do not have to redo this until your current one expires.
- **Dr Wong's Immigration reports.** Reminder to put these into the mail slot for Dr Wong to pick up. He has been notified and acknowledged receipt of that notification.
- **Dr Wong and Dr Ayoubi-** ECG tracings. I will investigate if these will also be picked up or if we continue to send by register mail. **Confirmed that these are to be sent by registered mail.**
- **APL bulletin-Pathology.** Included with these minutes.
- **Hand Hygiene Audits:** A reminder to continue with these.
- **Mail:** Please ensure mail is sorted and distributed daily.
- **Frozens received thawed:** Continue to monitor where these samples are coming from for follow up.